

**CITY OF WEATHERFORD, TEXAS  
JOB OPPORTUNITY ANNOUNCEMENT**

POSTING DATE: September 26, 2016

JOB ANNOUNCEMENT NO.

POSITION TITLE: **POLICE TELECOMMUNICATIONS OFFICER**

SALARY: \$17.23 per hour raising to  
\$18.09 per hour after 6 month initiation

**ESSENTIAL TASKS:** Under direction of Police Sergeant, employee performs dispatching duties involving handling incoming and outgoing radio transmissions, emergency and non-emergency calls and complaints. Prioritize and relay information to Officers in the field utilizing two-way radio in a timely, professional, and accurate manner. Dispatch, monitor, and coordinate radio traffic as needed for City of Weatherford Police Dept., Weatherford Fire Dept., Weatherford College Police Dept., Weatherford Utilities, and intercity radio traffic to include at times, animal control, Willow Park PD, Hudson Oaks PD, DPS, and Life Care EMS, in a professional, timely and accurate manner. Answers 911 telephone calls (as well as texts) and obtains necessary information such as type of emergency, name, address, phone number, etc. in a calm, professional, and accurate manner; enters information into computer system; responds to non-emergency calls and complaints. Contacts and responds to Officers in the field and provides data or information requested, query, analyze and disseminate criminal justice information via TLETS/NLETS and TCIC/NCIC. Inputs and retrieves various types of information into computer system. Complete, analyze, file and maintain records for In-house CAD calls for service and TCIC/NCIC; enters, modify, clears, and cancels warrants. Monitors residential and commercial burglar alarms; contacts Officer in field to respond to residential or commercial alarms; contacts owner of premises or representative to inform of situation. Types, files, and maintains dispatch logs, records, notices, complaints, protective orders, and correspondence. Receives monies for fines and writes receipt, forward to correct department and agency in an accurate and timely manner. Responds to inquiries from the public and other City departments regarding impounded vehicles and directions; maintains impound records, vehicle releases, and repossession logbook in a professional and courteous manner. Answers City switchboard between the hours of 5 PM and 8 AM, weekends, and holidays; dispatches complaints and emergency information to on-call personnel of various City departments. Monitor and analyze information obtained from the national Weather Service Radar. Recognize, analyze, communicate, and connect non-English speaking persons to Voiance Interpretation Services, hearing impaired via T.D.D. and/or Relay Texas, and First Line counseling for troubled individuals. Performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED. Above knowledge and skill may be gained by one-year responsible experience performing clerical duties such as typing, answering telephone, utilizing two-way radio, and dealing with the public OR by any combination of training and experience leading to the described level of knowledge and skill. Due to the nature of position, criminal history must be clear. Good knowledge of routine and emergency dispatching procedures and practices including radio transmission procedures. Good knowledge of the geographic layout of the City including streets and landmarks. Ability to make change, write receipts, and account for monies received. Basic knowledge of law enforcement methods, State, Federal and Local laws. Ability to speak forcefully and clearly, and remain calm in emergency situations and relay information via two-way radio and telephone. Ability to read, interpret, and research maps, schedules, street guides, Federal and State regulations, technical handbooks, Ordinances and Statutes, organizational policies and procedures, financial data, and legal instruments; ability to read computer screen. Working knowledge of personal computers and peripheral office equipment such as printers, faxes, copiers, calculators, and other equipment. Ability to type accurately when entering information into computer system in emergency situations. Good knowledge of alphabetical and numerical filing systems. Ability to write and maintain logs, records, and reports. Ability to sit for extended periods of time in the input and retrieval of computer data. Ability to speak clearly and forcefully; ability to hear telephone and two-way radio transmissions. Ability to work under stress for significant periods of time. Ability to stay calm in emergency situations.

**A Clerical Supplemental application is required to be completed for this position.**

**HOW TO APPLY:** Applications must be submitted on the City's Application for Employment which is available from and returnable to: Human Resources, City of Weatherford, P.O. Box 255 (303 Palo Pinto), Weatherford, Texas 76086.

**THE DEADLINE FOR SUBMITTING APPLICATIONS IS: OPEN UNTIL FILLED**

Applicants should be aware that upon employment, if offered, employment is contingent upon verification of citizenship/immigration status, as required by the Immigration Reform Control Act of 1986, by furnishing original documents such as: (1) Drivers License; and (2) Social Security card OR Certified Copy of State Issued Birth Certificate. All applicants for positions requiring the ability to drive a motor vehicle should be aware that driving records will be checked prior to an employment offer and that the driving records may be checked at any time while the individual works for the City. In some instances, criminal histories may be obtained. Physical examinations and drug screenings are also required upon an employment offer and any prospective employee should be aware that the City reserves the right to repeat such testing at any point during employment.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D AND SUPPORTER OF A DRUG AND SMOKE FREE WORK PLACE  
SEE OTHER SIDE FOR BENEFIT INFORMATION**